

City of Longmont



DEPARTMENT OF ECONOMIC DEVELOPMENT

BUSINESS RESOURCE GUIDE

Helping to grow your business, through partnerships.



How to Use This Guide

Your business, whether it's a start-up or an existing business, belongs in Longmont! All types of businesses, from retail and service-oriented businesses to primary employers, are important to the economic vitality of the city.

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This guide is intended to be a comprehensive resource for businesses in Longmont. As such, there may be sections that do not apply to your business; however, it may be beneficial to look at the entire document. Specific information pertaining to new businesses that are just starting up is included; please note that these pages are marked as *"Start-Up."*

There are a number of organizations in Longmont, including the City of Longmont's Department of Economic Development, that support economic development and provide assistance to businesses. It might help you to contact one of these partners early on, as they can assist you in navigating starting, expanding or relocating your business in Longmont. Here are some specific focus areas to be aware of:

Primary Employers (Basic jobs)

The Longmont Area Economic Council supports new and existing primary companies in a variety of ways, including one-stop coordination for regulatory work and permitting, real estate information, community awareness and financial incentives.

Downtown Businesses

The Longmont Downtown Development Authority provides assistance to new and existing businesses located within the downtown district.

While these economic partners provide assistance to a specific business segment, it is important to note that if a business contacts any economic partner, they will get the assistance they need. Please see the Economic Partners page (4-5) for a complete list of partners and a description of their roles in supporting a thriving business community in Longmont.

We've attempted to include all the information you'll need in one easy-to-find place to make the process as simple as possible for you. If you have suggestions for improvement, please let us know. This is a dynamic document that will be updated frequently.

Community Overview

YOUR BUSINESS BELONGS IN **LONGMONT** COLORADO

Competitive housing, high-wage jobs, quality educational institutions, a great climate, excellent health care, world-class recreation, rich local culture, low electric rates and proximity to major metro areas make Longmont a great place to live and do business.

City/Regional Industrial Strengths

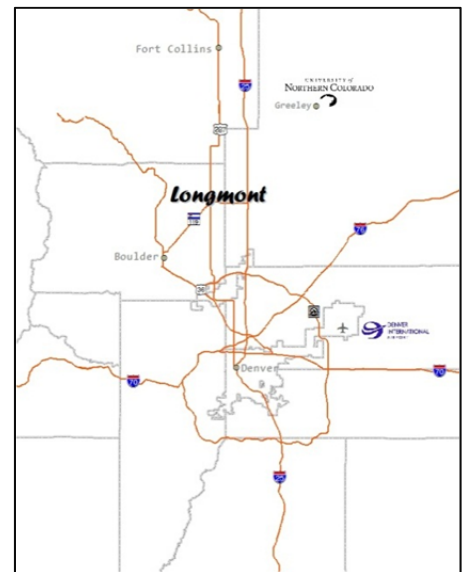
The city's economic base is very diverse with significant growth in high-tech sectors. Biotech, aerospace, software and IT are major industries in the Longmont area. More than 75 percent of Colorado's biotech workforce is located in Boulder County, and Longmont is home to some of the largest, such as Amgen and Array BioPharma. Aerospace companies such as DigitalGlobe, Redstone Aerospace and ABSL Space Products contribute to the growing private-sector aerospace industry. Software and IT are well established industries in Longmont; Boulder County boasts the highest per-capita concentration of software employment in the United States. The semiconductor design industry in Longmont features the finest companies in the region.

Longmont – Centrally Located

Centrally located just 15 miles from Boulder and 40 miles from Denver and Fort Collins, the city of Longmont is an ideal Colorado location. Longmont has a municipal airport and convenient access to an efficient transportation network that includes rail access.

Abundant Educational Resources

According to *Forbes* magazine, Boulder County has the most highly educated population in the U.S. As Boulder County's second largest city, Longmont is served by the St. Vrain Valley School District for K-12 education. For post-secondary education, Longmont is home to the Boulder County campus of Front Range Community College is in close proximity to several institutions of higher learning, including the University of Colorado at Boulder (15 miles), Colorado State University (40 miles), the University of Northern Colorado (45 miles), Colorado School of Mines (50 miles), the University of Denver (40 miles), and many others.



Photos: C. Nathan Pulley Photography

Community Overview

General Information

Area of city—30 square miles	Number of households—35,000
Longmont population—87,000	Number of employees—33,000
Median family income—\$85,000	Median age—35 years
Median value of owner-occupied housing units—\$237,000	
Housing tenure: Owner-occupied—65%, Renter-occupied—35%	

Trade Area Information

	<u>5 miles</u>	<u>10 miles</u>
Population	91,030	156,133
Projected Population Growth ('10-'15)	6.7%	9.7%
Households	34,174	58,653
Projected Household Growth ('10-'15)	6.8%	9.6%
Total Consumer Spending ('10)	\$1,534,914,000	\$2,807,344,000
Employment (all industries)	47,906	81,600

Major Employers

Seagate Technology	McLane Western
Amgen	GE Energy
Intrado	Dot Hill Systems Corp.
DigitalGlobe	Western Digital
Longmont United Hospital	City of Longmont
Federal Aviation Administration	St. Vrain Valley School District



Quality Community Services

Vance Brand Airport
 Longmont United Hospital (168 beds)
 Longmont Public Library
 Hotels/motels (1,112 rooms)
 Shopping centers (1 Regional/15 other)
 Community churches (61)
 Assisted care/retirement communities (12)
 Doctors/dentists (174)
 Golf courses (3 public/1 private)
 Community & neighborhood parks (28)
 Longmont Recreation Center
 Nature areas & greenways (15)



Longmont Recreation Center
 Photo: C. Nathan Pulley Photography

Economic Partners

There are a variety of organizations in Longmont that support economic development and provide assistance to businesses. If a business is unsure where to start, any of the economic partners listed below can point them in the right direction and make sure they are working with the appropriate organization.



The **Boulder Small Business Development Center (SBDC)** promotes new small business and helps existing ones grow with training workshops and one-on-one consulting.

www.bouldersbdc.com

303-442-1475



The **City of Longmont Economic Development Department** creates partnerships and fosters opportunities to promote Longmont's economic vitality.

www.ci.longmont.co.us/economic

303-651-8330



The **Latino Chamber of Commerce of Boulder County** advocates, promotes and facilitates the success of Latino businesses in Boulder County.

www.latinochamberbc.org

303-328-5280



The **Longmont Area Chamber of Commerce** provides more than 200 services and programs for members, including networking events, directory listings and leads groups.

www.longmontchamber.org

303-776-5295



The **Longmont Area Economic Council (LAEC)** exists for the sole purpose of keeping the Longmont area economy strong by actively supporting the creation and preservation of quality primary jobs.

www.longmont.org

303-651-0128

Economic Partners



The **Longmont Area Visitors Association (LAVA)** works to build the impact of Longmont's tourism.

www.visitlongmont.org

303-776-9011



The **Longmont Downtown Development Authority (LDDA)** is focused on building downtown Longmont into a destination.

www.downtownlongmont.com

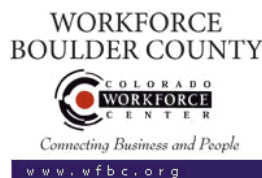
303-651-8484



The **Longmont Entrepreneurial Network (LEN)** provides programs and services for entrepreneurs through its center in Longmont.

www.leninc.com

303-678-8000



Workforce Boulder County provides a variety of free services to assist employers and job seekers, including job listings; computer and Internet access; career counseling and training for job seekers; and recruitment of workers, prescreening and referral services, tax credits, and training reimbursement for employers.

www.wfbc.org

303-651-1510

Important Steps to Take Before Starting a Business in Longmont

It is recommended that these steps be carried out in chronological order.

Applicable for All Businesses (start-ups, expanding, relocating):

- ☐ Check zoning to confirm that proposed use is allowed in zoning district (303-651-8330; <http://www.ci.longmont.co.us/planning/index.htm>)
- ☐ Contact the Development Services Center to determine development/building code requirements (303-651-8330; <http://www.ci.longmont.co.us/planning/index.htm>)
- ☐ Register with the State of Colorado and the Internal Revenue Service <http://www.sos.state.co.us/pubs/business/businessHome.html>
- ☐ Obtain a City of Longmont Sales and Use Tax License http://www.ci.longmont.co.us/finance/sales_tax/doingbus.htm
- ☐ Obtain a Colorado Sales Tax License (if applicable) from the Colorado Department of Revenue <http://www.colorado.gov/cs/Satellite/Revenue/REVSX/1176842266427>
- ☐ Complete a Lawful Presence Affidavit (sole proprietors) http://www.ci.longmont.co.us/finance/sales_tax/documents/lawful_presence.pdf
- ☐ Determine industry regulations/professional licensing (if applicable) – Department Of Regulatory Agencies (DORA) <http://www.dora.state.co.us/>
- ☐ Obtain Health Department permits (for food preparation, food sales, child care, etc.)
Boulder County: <http://www.bouldercounty.org/government/dept/pages/health.aspx>
Weld County: <http://www.co.weld.co.us/Departments/HealthEnvironment/index.html>
State of Colorado: <http://www.cdphe.state.co.us/>
- ☐ Obtain other licenses as applicable (see permits/licensing handout)

Ambulatory Vendor	Mobile Vending Cart
Amusement Devices	Pawnbroker
Auctioneer	Public Furnishing/Kiosk
Contractors	Second Hand Dealer
Home Occupation Affidavit	Sexually Oriented Business
Ice Cream Vendor	Tree Contractor
Junk Dealer	Use of Public Places
Liquor License	Youth Vendor
- ☐ Obtain sign permit from Development Services Center

Applicable for Start-up Businesses

- ☐ Prepare a business plan (*attend a Business Plan Essentials workshop*) – See attached handout
- ☐ Select and register for a business structure (*file articles of incorporation*)
- ☐ Apply for your Federal Employer Identification Number (EIN) (if applicable – businesses that have employees or operate as a corporation or partnership) <https://sa2.www4.irs.gov/modiein/individual/index.jsp>
- ☐ Apply for your Dun & Bradstreet DUNS number (businesses required to register with the federal government for contracts or grants) <http://fedgov.dnb.com/webform>
- ☐ Open a business checking account

APPLICATION FOR SALES AND USE TAX LICENSE

City of Longmont

Civic Center Complex • 350 Kimbark Street • Longmont Colorado 80501 • 303 651 8672

Type of Business

- ☐ Service ☐ Wholesale
☐ Retail ☐ Other
☐ Manufacturing

Please enclose
a \$25.00
license fee with
application

1. Nature of Business (describe) _____

2. Business Owner _____

3. Business Name/Trade Name _____

4. Phone Number _____ Name of Contact Person _____

5. NAICS Code _____ Email _____

6. Business Structure (check one)

☐ Sole Proprietor (include Social Security #) _____

☐ Partnership (include Name Social Security # of Partners) _____

☐ Corporation (include Federal I.D. #) _____

☐ LLC ☐ LLP (include Federal I.D. #) _____

☐ Non-Profit (include Colorado Exempt #) _____

7. Business Address (physical location) _____

Street

City

State

Zip

Check one: ☐ Commercial Establishment ☐ Private Residence

(If private residence located in Longmont, you must file an Application for Occupation.)

8. Mailing Address (if different) _____

Street

City

State

Zip

9. Name of Previous Business at Present Location _____

10. Date business activity in Longmont begins _____

11. Number of Locations in Longmont _____ (Separate application required for each location)

12. Did you purchase an existing business? ☐ Yes ☐ No

13. If answer to line 12 is yes, was Sales or Use tax paid on the assets purchased? ☐ Yes ☐ No

AFFIDAVIT

I declare, under the penalty of perjury in the second degree, that this application has been examined by me, that the statements made herein are made in good faith pursuant to the City of Longmont, sales and use tax ordinances and regulations and the best of my knowledge are true, correct, and complete.

Print Applicant or Agent Name _____

Signature _____ Title _____ Date _____

FOR OFFICIAL USE ONLY

Sales Tax Review: Account # _____ - Geo: _____ Filing Status _____

City of Longmont Permits & Licenses

Depending on the type of business you operate, additional permits and licenses may be required in addition to your City of Longmont Sales & Use Tax License. Anyone doing any type of business in the City of Longmont is required to obtain a Sales & Use Tax License. The following is a list of licenses and permits issued by the City of Longmont.

Note that additional licenses or permits may be required by the state. The Colorado Office of Economic Development and International Trade maintains a database of registered industries, which provides information about state and federal regulations. Please check the Occupations/Industry License Database for information on required permits and licenses by industry: www.colorado.gov/oed/industry-license/index.html

License/Permit	Description	Issuing Office	Contact Information
Alcohol on Public Places Permit	Required for serving, selling, or distributing alcohol in a public location (typically in conjunction with a Use of Public Places Permit for a Special Event and a Special Event Permit obtained through the Liquor Licensing Authority).	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/alcohol.htm
Ambulatory Vendor Permit	Required for selling merchandise, including but not limited to, balloons or flowers or services (such as shoe shines or portrait drawings), without a mobile vending cart while moving about and situated upon public property.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/use_public.htm
Amusement Arcade/ Amusement Center License	Any business that has any device which upon insertion of a coin, slug, token, plate or disc, or payment of a consideration, may be used by the public for use as a game, entertainment, amusement or a test of skill, either mental or physical, whether or not registering a score, is required to hold a license. The number of devices at the location determines whether it is an 'arcade' or 'amusement center.'	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Auctioneer License	Required of any person selling property at public auction	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Business Extension Permit	Revocable permit allows the use and occupation of public property immediately adjacent to an existing building above, on, or below the grade level by customers or employees, (i.e., patio seating on the sidewalk).	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/use_public.htm
Carnival License	Required for all carnivals operating within the city	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Contractors License	Required for any contractor doing contract work within the City of Longmont (e.g., general, mechanical, electrical, plumbing)	Building Inspection	303-651-8332; building.inspection@ci.longmont.co.us ; www.ci.longmont.co.us/bldginsp/contractors/index.htm

City of Longmont Permits & Licenses

License/Permit	Description	Issuing Office	Contact Information
Fire Department Permits	The Fire Department issues permits for a variety of things, including kitchen hoods, fire alarm systems, clean agent systems, standpipe systems, fire sprinkler systems, spray booths, liquefied petroleum gas (propane) storage, above ground storage tank installation, underground storage tank installation and removal, high piled combustible storage, fire pumps and fireworks stands.	Fire Department	303-651-8437; www.ci.longmont.co.us/fire/fire_code
Home Occupation Affidavit	Required for any resident who is using their primary residence (or an allowed accessory structure) for gainful employment of the residents of the house.	Code Enforcement	303-651-8695; www.ci.longmont.co.us/code_enf/ord/home_occ
Ice Cream Vendor License	Required for motorized ice cream trucks that sell prepackaged ice cream, popsicles or frozen treats.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Industrial Pretreatment Discharge Permit	Since every waste stream is unique, businesses should contact the Industrial Pretreatment Program to obtain permission to discharge to the sanitary sewer.	Industrial Pretreatment	303-651-8667; www.ci.longmont.co.us/pwwwu/ipp/
Junk Dealer License	Required for persons selling discarded articles that have outlived their usefulness (e.g., old rope, paper, empty bottles, etc.).	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Liquor License	Required for selling or serving alcohol. Colorado is a dual authority state meaning that retail liquor licensed establishments must be approved by both the local licensing authority and the state authority. Manufacturers are licensed by the state directly and may not need a local license.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/liquor.htm
Mobile Retail Food Vending Permit	Required for operators of mobile retail food establishments or pushcarts on public and private property.	Planning Division	303-651-8330; http://www.ci.longmont.co.us/planning/permits/MobileRetailFoodVendingPermits.htm
Pawnbroker License	Required of any person or business who advances or loans money, or other valuable thing, on the deposit of personal security, or who deals in the purchasing of personal property on the condition of selling the same back at a stipulated price.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Permanent BMP Permit	A permit is required for permanent stormwater treatment facilities (BMPs) that control the discharge of pollutants. Existing permits may need to be transferred to new owners.	Public Works & Natural Resources	303-651-8376;

City of Longmont Permits & Licenses

License/Permit	Description	Issuing Office	Contact Information
Private Refuse Collection License (Private Haulers Permit)	Required for all vehicles providing refuse collection services including, but not limited to: Roll offs, Front Load, Side load, Rear load, Portable Sanitation units / transports, End Dumps, Semi Dumps, Any Trailer combinations, Flat beds, or Pickups.	Public Works & Natural Resources	303-651-8989
Sales and Use Tax License	Required of any entity engaged in any business within the city of Longmont.	Sales & Use Tax	303-651-8672; www.ci.longmont.co.us/finance/sales_tax/doingbus.htm
Secondhand Dealer License	Required for selling, trading or accepting for consignment secondhand merchandise. Certain types of merchants are excluded, such as jewelry and music stores.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Sexually Oriented Business License	Required for sexually oriented businesses (such as adult bookstores, adult arcades and adult novelty stores). Employees of the business must also be licensed.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm
Sign Permit	Required for all signs, including business identification signs.	Development Services	303-651-8330; www.ci.longmont.co.us/code_enf/ord/sign.htm
Temporary Use Permit	Required for special events on private property and seasonal/holiday sales (e.g., Christmas trees, farm produce, fireworks).	Planning	303-651-8330; planning@ci.longmont.co.us ; www.ci.longmont.co.us/planning/permits/temporary_use_permits.htm
Tree Contractor License	Required for arborists performing tree care and maintenance operations (e.g., trimming, pruning, removal and general tree care). Licensed arborists with necessary insurance to perform work within the city of Longmont will be included on the City's licensed tree contractor list. Licenses are not required for stump grinding.	Forestry	303-651-8446; www.ci.longmont.co.us/parks/forestry/index.htm
Work in Right-of-Way Permit	Required any time work is done in the City of Longmont right-of-way.	Public Works & Natural Resources	303-651-8304 www.ci.longmont.co.us/public_works/permits/row.htm

City of Longmont Permits & Licenses

License/Permit	Description	Issuing Office	Contact Information
Use of Public Places Permit (for a special event)	Required for events conducted on public property, including: (1) a temporary event or promotion, that uses a barricade, booth, table, rack, structure or cart or other display equipment; (2) an event at a City park to which the public is invited or admission is charged ; (3) an occasion in which a group of persons collectively engage in a sport or form of physical exercise that obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic and controls, including, but not limited to, bicycle and foot races.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/use_public.htm
Youth Vendor License	Required for any person under the age of 16 who is selling food, beverages, or handmade goods in exchange for money and who is exempt from remitting sales tax.	City Clerk's Office	303-651-8649; www.ci.longmont.co.us/city_clerk/licenses/business.htm

The Colorado Office of Economic Development and International Trade (OEDIT) maintains a database of registered industries that provides information about state and federal regulations. Please check the *Occupations/Industry License Database* for more information on required permits and licenses by industry:
<http://www.colorado.gov/oed/industry-license/index.html>

Your business belongs in Longmont! The City of Longmont is committed to helping new and existing Longmont businesses succeed. We do this in a variety of ways, including:

Business Outreach: The City has a dedicated business outreach team (BOT) that visits retail and service-oriented businesses throughout the community. The BOT interviews businesses to learn about needs and plans, to respond to specific requests, to provide information about programs and services, and most importantly, to meet business owners and learn about the exciting things happening in Longmont!

303-651-8330; www.ci.longmont.co.us/econdev/business/business_outreach.htm

The Longmont Area Economic Council (LAEC) provides a similar function for primary employers. For more information, please contact LAEC directly.

303-651-0128; www.longmont.org/

Data: The City prepares and updates a variety of plans and reports and collects and maintains a variety of data.

303-651-8330; www.ci.longmont.co.us/planning/plans_reports/index.htm

EnergySmart Programs: Longmont Power & Communications (LPC) can help you save money on your business's utility bills when you join the EnergySmart program. EnergySmart advisors pinpoint opportunities for energy savings. The service even includes help applying for rebates for modifications that reduce your costs.

877-505-6722; www.energysmartyes.org

Grants & Loans: There are a number of programs that provide financial assistance to new and existing businesses in Longmont, including:

City-Administered Programs

Business Improvement Grant: Provides reimbursement of up to 25% of eligible project costs, up to \$7,500, to existing retail businesses (open at least two years) making eligible physical improvements/upgrades to their property.

303-651-8330; www.ci.longmont.co.us/econdev/grants/big.htm

Business Start-up Grant: Provides reimbursement of up to \$2,000 for eligible start-up costs to new retail businesses (open less than two years).

303-651-8330; www.ci.longmont.co.us/econdev/grants/business_start-up_grant.htm

Small Business Lending Program: A partnership between the City of Longmont and the Colorado Enterprise Fund that provides loans for business and nonprofit organizations that have yet to qualify for traditional financing.

303-651-8330; www.ci.longmont.co.us/econdev/lending/index.htm

303-860-0242; www.coloradoenterprisefund.org/

Tourism Grant: Awarded to businesses that help build Longmont as a destination for visitors by generating incremental sales tax revenue through tourism, events and related activities.

303-651-8330; www.ci.longmont.co.us/econdev/grants/tourism_grant.htm

Longmont Downtown Development Authority (LDDA)-administered Programs

Community Development Block Grant Loan Program: Provides loans, with favorable terms, for façade improvements; five-year loans match property owner funds at a 1:1.5 level, with a maximum request of \$15,000 per 25-foot façade.

303-651-8484; www.downtownlongmont.com/content/build-your-business-here

Façade Improvement Program (FIP): Funding for eligible building façade and public improvements available to property and business owners to help facilitate larger scale catalyst redevelopment projects in the downtown area through the use of tax increment investments.

303-651-8484; www.downtownlongmont.com/content/build-your-business-here

Façade Mini-grants: Provide reimbursement of up to \$3,500 for small-scale façade renovations; requires a 1:1 match, contingent on availability of funds

303-651-8484; www.downtownlongmont.com/content/build-your-business-here

Façade Renovation Grants: Provide reimbursement of up to 25% of the total cost for large-scale projects to renovate a building's façade for buildings in the downtown area

303-651-8484; www.downtownlongmont.com/content/build-your-business-here

Library Resources: The Longmont Public Library has a number of resources available to businesses, including workshops, business databases, books and more. It also provides access to Universal Class, which provides online instructor-led courses covering many business topics; more than 70 businesses courses are available free with a Longmont Library card.

303-651-8470; www.ci.longmont.co.us/library/adult/BusinessHelp.htm

Longmont Economic Gardening Initiative (LEGI): The LEGI program provides a variety of resources to improve competitiveness and stability. Businesses can take advantage of targeted data analysis and marketing, training, and strategic planning giving them a “leg up” on the competition.

303-651-8330; www.ci.longmont.co.us/legi/

Property Searches: The Department of Economic Development can provide custom information on available retail space within the City of Longmont.

303-651-8330; www.ci.longmont.co.us/econdev/resources/retail_property_availability.htm

The Longmont Area Economic Council (LAEC) also provides custom information on available industrial and office space and vacant land in the Longmont area.

303-651-0128; www.longmont.org/Site_Selection-Find_a_Location.aspx

Redevelopment & Urban Renewal: Various incentives and assistance are available for property and business owners located within the city's two designated urban renewal areas: the Southeast Urban Renewal District and the Twin Peaks Urban Renewal District. Urban renewal is the redevelopment or rehabilitation of real property in a city, usually as the result of a cooperative effort between the property owner and local government. Potential tools include: tax increment financing (which may help with financing infrastructure, environmental cleanup, and property acquisition), providing public improvements, and encouraging economic development.

303-651-8318; www.ci.longmont.co.us/economic/redevelopment/index.htm

Training & Workshops: The City and some of our economic partners offer many free or low-cost classes and workshops for new and existing businesses:

City of Longmont Economic Development Department:

303-651-8330

www.ci.longmont.co.us/econdev/business/training_workshops.htm

Longmont Public Library:

303-651-8470

www.ci.longmont.co.us/library/SmallBusinessSupportWorkshops.htm

Boulder Small Business Development Center (SBDC):

303-442-1475

www.bouldersbdc.com/workshops.html

Longmont Area Chamber of Commerce:

303-776-0128

www.longmontchamber.org/pages/events/view_events.php

Primary Employer Incentives

There are a variety of incentives offered to primary employers by the City of Longmont. These are typically offered as tax credits, exemptions or rebates. Here is a summary of incentives provided to primary employers in Longmont. There may be additional incentives available to businesses from the state or federal government; these are not included on this list.

Business Personal Property Tax Rebate Program*: Primary employers, meeting specific criteria (job creation, hiring of local residents, diversification of local economic base, compliance with Longmont Area Comprehensive Plan goals, and higher wages), may qualify for a rebate of the City's portion of business personal property tax, up to 50% administratively on the increase of its business personal property taxes.

(303-651-8330; <http://www.ci.longmont.co.us/econdev/incentives/longmont.htm>)

Permit Fee Rebate Program*: Primary employers, meeting specific criteria (job creation, hiring of local residents, diversification of local economic base, compliance with Longmont Area Comprehensive Plan goals, and higher wages), may qualify for a fee rebate of up to 30% administratively on new construction and tenant improvements within the city.

(303-651-8330; <http://www.ci.longmont.co.us/econdev/incentives/longmont.htm>)

Private Activity Bonds (PAB): Manufacturers can apply for tax-exempt private activity bonds allocated to the county to help finance construction of relocation and/or expansion projects under \$10 million. The benefits of using the bonds are low interest rates and long-term (20+ years) fully amortized structure of the bonds. Bond allocations can be used for building, equipment, land, project "soft" costs (architects, engineers, attorneys, etc.), landscaping, fixtures and furnishings, and cost to issue bonds. There is an application fee for this program.

(303-651-0128; www.longmont.org)

Research & Development (R&D) Sales and Use Tax Exemption for "New" Manufacturers: Machinery and machine tools, measurement and inspection equipment, and research and development equipment used by primary employers for research and development purposes are included in this exemption. The exemption applies for an initial, consecutive two years of operation. After the initial two year exemption, there is a one-time, performance-based option to extend the exemption for an additional three years at any time during the company's operation in Longmont.

(303-651-8330; <http://www.ci.longmont.co.us/econdev/incentives/longmont.htm>)

Sales and Use Tax Exemption for Electric and Gas: Electricity and gas used exclusively in the manufacturing process is exempt from taxation, as are utilities consumed by nonprofit entities.

(303-651-8330; <http://www.ci.longmont.co.us/econdev/incentives/longmont.htm>)

Sales and Use Tax Exemption on Manufacturing Machinery and Equipment: Purchases of machinery and machine tools to be used "exclusively" in the manufacturing process with a separate item cost in excess of one \$1,000 are exempt from taxation. Parent corporations and their subsidiaries are taxed as one entity for this unlimited term exemption.

(303-651-8330; <http://www.ci.longmont.co.us/econdev/incentives/longmont.htm>)

** Companies can choose either the Permit Fee **OR** Business Personal Property Tax Rebate program, whichever is most advantageous for the company.*

Contacts

Organization	Phone	Website
City of Longmont	303-776-6050	www.ci.longmont.co.us
Building Permits	303-651-8332	www.ci.longmont.co.us/bldginsp
City Clerk	303-651-8649	www.ci.longmont.co.us/city_clerk
Code Enforcement	303-651-8695	www.ci.longmont.co.us/code_enf
Development Services	303-651-8330	www.ci.longmont.co.us/planning/dev_services
Economic Development	303-651-8330	www.ci.longmont.co.us/economic
Fire Department	303-651-8437	www.ci.longmont.co.us/fire
Forestry Division	303-651-8446	www.ci.longmont.co.us/parks/forestry
Industrial Pretreatment Program	303-651-8667	http://www.ci.longmont.co.us/pwwu/ipp/
Library	303-651-8470	www.ci.longmont.co.us/library
Longmont Power & Communications	303-651-8386	www.ci.longmont.co.us/lpc
Planning	303-651-8330	www.ci.longmont.co.us/planning
Police Department	303-651-8555	www.ci.longmont.co.us/police
Public Works and Natural Resources	303-651-8376	www.ci.longmont.co.us/pwwu
Sales and Use Tax	303-651-8672	www.ci.longmont.co.us/finance/sales_tax
Redevelopment and Urban Renewal	303-651-8318	www.ci.longmont.co.us/economic/redevelopment
Zoning Information	303-651-8330	www.ci.longmont.co.us/gis/maps
Economic Partners		
Boulder Small Business Development Center	303-442-1475	www.bouldersbdc.com
Latino Chamber of Commerce of Boulder County	303-328-5280	www.latinochamberbc.org
Longmont Area Economic Council	303-651-0128	www.longmont.org
Longmont Area Visitors Association	303-776-9011	www.visitlongmont.org
Longmont Area Chamber of Commerce	303-776-5295	www.longmontchamber.org
Longmont Downtown Development Authority	303-651-8484	www.downtownlongmont.com
Longmont Entrepreneurial Network	303-678-8000	www.leninc.com
Workforce Boulder County	303-651-1510	www.wfbc.org

Contacts

Other

Colorado Enterprise Fund	303-860-0242	http://www.coloradoenterprisefund.org/
Front Range Community College	303-678-3722	www.frontrange.edu
Regis University	303-458-4126	www.regis.edu
Boulder County	303-441-3131	www.bouldercounty.org
Boulder County Public Health Department	303-441-1100	www.bouldercounty.org/help/health
Boulder County Assessor	303-441-3530	www.bouldercounty.org/government/dept/pages/assessoroffice
Weld County	970-356-4000	www.co.weld.co.us
Weld County Public Health Department	970-304-6410	www.co.weld.co.us/Departments/HealthEnvironment
Weld County Assessor	970-652-4255	www.co.weld.co.us/Departments/Assessor

State of Colorado

		www.colorado.gov
Better Business Bureau	303-758-2100	http://denver.bbb.org
Department of Agriculture	303-239-4100	www.colorado.gov/ag
Department of Human Services	303-866-5948	www.colorado.gov/cs/Satellite/CDHS-Main/CBON/1251575083520
Department of Labor & Employment	303-318-8000	www.colorado.gov/cs/Satellite/CDLE-Main/CDLE/1240336821467
Department of Local Affairs	303-866-4904	http://dola.colorado.gov
Department of Public Health & Environment	303-692-2000	www.cdphe.state.co.us/
Department of Regulatory Agencies	303-894-7855	www.dora.state.co.us
Department of Revenue	303-866-5610	www.colorado.gov/revenue
Office of Economic Development & International Trade	303-892-3840	www.advancecolorado.com
Secretary of State	303-894-2000	www.sos.state.co.us/

Contacts

United States

www.info.gov

Census Bureau	303-264-0202	www.census.gov
Citizen and Immigration Services	800-375-5283	www.uscis.gov
Department of Commerce	202-482-2000	www.commerce.gov
Department of Labor and Employment	303-318-8441	www.dol.gov
Economic Development Administration	303-844-4714	www.eda.gov
Internal Revenue Service (IRS)	800-829-4933	www.irs.gov
Small Business Administration	303-844-2307	www.sba.gov
Social Security Administration	800-772-1213	www.ssa.gov

There are several reasons why planning is a critical step to take when starting a business. Planning gives you a path to follow and helps you create your future, the way you want it to be. It is an important guide to building and managing a successful business.

A business plan helps you and others (investors, suppliers, employees, etc.) understand the operations and goals of your business. It also presents a simple concept of the company that can be easily explained to everyone. There are several core elements that a business plan should contain. These are modeled on Colorado Small Business Development Center (SBDC) guidance and include:

- **Section 1: The Business**

- Description of Business
- Products/Services
- Market Analysis
- Marketing Plan
- Location
- Competition
- Management and Operations
- Personnel
- Application and Effect of Loan or Investment

- **Section 2: Financial Data**

- Projected Financial Statements (income statements, cash flow statements, balance sheets, assumptions to projected financial statements)
- Break-even Analysis
- Sources and Use of Funds

- **Section 3: Supporting Documents**

(may include historical financial statements, tax returns, resumes, reference letters, personal financial statements, facilities diagrams, letters of intent, purchase orders, contracts, etc.)

There are many resources that can assist in the preparation of a business plan.










The **Boulder Small Business Development Center** offers several workshops aimed at helping a business owner prepare a plan. For more detail on these opportunities, please contact the Boulder Small Business Development Center (contact SBDC for current Longmont hours):

528 Main Street, Longmont, CO 80501
303-442-1475
www.bouldersbdc.com/

The **Longmont Public Library** also has resources that may complement other training resources. Please visit the Longmont Library for more detail:

409 4th Avenue, Longmont, CO 80501
303-651-8470
www.ci.longmont.co.us/library

When you start your business, you must decide what legal structure it will have. There are several choices of business formats in Colorado. There are several issues that you should consider when determining the legal structure of your business. First, to what extent will you be personally at financial and legal risk? Second, who will have the controlling interest in the business? Third, how will the business be financed? There are advantages and disadvantages to each legal structure.

Structure Type	Definition	Advantages	Disadvantages	Business Registration	
				Secretary of State	Internal Revenue Service
Sole Proprietorship	Business owned/operated by a single individual	Simple Ease of decision-making Owner keeps profits	Owner assumes all liability of business Owner must guarantee all debt personally More financing limitations		
General Partnership	Business owned by two or more individuals or business entities	Simple formation Ability to pool resources of partners (financial, professional, managerial, etc.) Flexibility in dividing profits and losses	Partners assume personal liability If partnership structure changes (e.g., one partner leaves, dies, etc.), partnerships must be dissolved and reformed		
Limited Partnership	Business owned by two or more individuals or other business entities where at least one partner has limited liability protection	Partners' risk is limited to their investment in the business Can raise capital by selling additional limited partnership interests	General partner remains personally liable Limited partner may not work in business/management without risking loss of limited liability status		
Corporation	Legal entity that exists separately from the people who create it	Protection from personal liability Stability even with ownership change Ability to attract multiple investors	Corporate profits may be subject to double taxation Substantial legal and tax paperwork		
S Corporation	Type of corporation that is taxed more like a partnership or sole proprietorship	Same as corporation with possible tax advantages	Limitations of number of potential investors Numerous restrictions and substantial legal and tax paperwork		
Limited Liability Company (LLC)	Combines concepts of partnership for tax purposes and corporation for liability purposes	Protection from personal liability For income tax purposes can be treated as a partnership or a corporation	Tax and liability treatment is not uniform from state to state May be limitations on transfer of ownership	